

City Clerk
Phone (518) 279-7134
Fax (518) 270-4639



Office of the City Clerk
433 River St. Suite 5001
Troy, NY 12180

ATTACH
PHOTO

Year Issued _____
License # _____

Peddlers License Application

Name _____ [☐] Male [☐] Female Social Security # ____ - ____ - ____

Height [____ ' ____ "] Weight [____] lbs Hair Color [____] Eye Color [____] Date of Birth ____ / ____ / ____

Home Address _____ Home Phone # _____

Business Address _____

Business Phone # _____ Fax _____ Driver's License # _____ State _____

[☐] Self Employed [☐] Employed By _____

Attach to this application: A copy of your Drivers License, the required proof of insurance, and two photos.

Describe what you are soliciting. Please be specific.

Describe mode of transportation.

If Applicable, List license plate number for vehicles

Has a license ever been revoked or denied by the City of Troy or any other municipality? [☐] Yes [☐] No

If Yes, please give reason. _____

Have you ever been convicted of a crime or misdemeanor? [☐] Yes [☐] No

If Yes, please state nature of crime or misdemeanor and penalty _____

Dates and time you will be soliciting: FROM _____ TO _____

I hereby indemnify the City of Troy, New York and save it harmless from all loss, damage, or injury to property or persons arising out of, or caused by or in any way connected with the operation of my vending business. Additionally, I understand that this license may be cancelled at any time if sufficient cause is shown.

Signature _____ Date _____

§ 224-9. Fees: \$20 shall be paid to defray the cost of the investigation and \$75 per year for soliciting All licenses expire on December 31st of the year they are issued.

Investigation Fee \$ 20 [☐] Check [☐] Money Order [☐] Cash

License Fee \$ 75 [☐] Check [☐] Money Order [☐] Cash



Office of the City Clerk

Background Check Form

____ Auctioneer* ____ City Sponsored event vendor (if lacking Troy Vendor's License)
____ Vendor* ____ Games/Bingo ____ Secondhand dealer *
____ Peddler* ____ Dealer in Precious Metal* ____ Special Event

* indicates that fingerprinting ((Part D) is required.

PART A

Name: _____

Address: _____

Date of Birth: _____ Social Security Number: _____

List any and all other names you have ever used: _____

List all nicknames you have ever used: _____

PART B

List in reverse chronological order all of the places you have resided in the past ten years.

Street # and name	City or town	State or Province	Country

PART C

Have you ever been convicted of a crime? _____

If yes, Explain: _____

PART D: To be completed by office use only.

☐

Fingerprinting is required for all permits. Contact L1 Enrollment Services at 877-472-6915 or www.L1enrollment.com and use **ORI#NY0410201**. There is a charge for this service. Make payment directly to L1.

I, _____, BY EXECUTION OF THIS DOCUMENT GIVE THE City of Troy AND THEIR AGENTS PERMISSION TO CONDUCT A CRIMINAL BACKGROUND CHECK REGARDING MY PAST HISTORY. THIS BACKGROUND CHECK INCLUDES, BUT IS NOT LIMITED TO A RECORDS CHECK TO DETERMINE WHETHER I HAVE EVER BEEN CONVICTED OF ANY CRIME OR HAVE A CRIMINAL RECORD. GIVING FALSE STATEMENTS ON THIS APPLICATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FOR THE PERMIT OR LICENSE FOR WHICH I HAVE APPLIED.

I declare under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information, and belief.

SIGNATURE _____

DATE _____

Fingerprint background review: Approved __ Denied __

Local background review: Approved __ Denied __

Signature _____

Date _____

Insurance Requirements for Peddler Licenses

During the term of any permit, the permit holder shall carry liability insurance naming the City of Troy as an additional named insured. The following insurance coverage amounts shall apply:

\$350,000 General Aggregate
\$350,000 Personal Injury
\$350,000 Each Occurrence
\$100,000 Fire Damage and
\$ 5,000 Medical Expense

CHAPTER 224. PEDDLERS AND SOLICITORS ARTICLE I. Hawking, Vending, Soliciting and Peddling

§ 224-4. Exclusive right to locations in public streets prohibited.

It shall be unlawful for any hawker, vendor, solicitor or peddler licensed under this article to have any exclusive right to any location in the public streets, or to be permitted a stationary location, or to be permitted to operate in any congested area where his/her operations might impede or inconvenience the public.

§ 224-7. License required.

It shall be unlawful for any person to engage, conduct, manage, operate or cause to be conducted, managed or operated within the limits of the City, the business of hawker, vendor, solicitor or peddler without first obtaining a license from the City Council as provided in this article.

§ 224-9. Fees.

[Amended 1-2-1976; 4-7-1977; 4-1-1982; 11-3-1988; 2-6-1992; 1-2-2003 by Ord. No. 8]

A. At the time of filing of an application for a license pursuant to this article, a fee of \$20 shall be paid to defray the cost of the investigation required by § 224-10.

B. The fees for a license to engage in or conduct the business of hawking, vending, soliciting and peddling, or of the nature described in this article, shall be as follows:

(1) Foot peddler: \$75 per year.

§ 224-10. Investigation of applicant; issuance of license.

[Amended 11-3-1988; 8-7-1997; 4-8-1999 by Ord. No. 56]

A. Upon receipt of the application for licensure under this article by the City Clerk, the duplicate shall be referred to the Chief of Police, who shall conduct an investigation of the applicant's business and moral character. The purpose of such licensure is to safeguard the public health, safety and welfare. Such investigations shall inquire into the veracity of statements made upon such application and the applicant's background and character as they relate to the legal and ethical conduct of business as a peddler, hawker and vendor and are made for the protection of the public health, safety and welfare.

§ 224-12. Peddling near schools and public buildings.

The issuance of a license pursuant to this article will not constitute permission to hawk, vend, solicit or peddle upon or within 200 feet of any school, firehouse, public building of any nature or any privately operated store or business.

§ 224-15. Use by another prohibited.

No license issued under the provisions of this article shall be used at any time by any other person than the one to whom it was issued.

§ 224-16. Display of license upon request.

All hawkers, vendors, solicitors and peddlers licensed under this article are required to exhibit their City license at the request of any citizen.

FOR OFFICIAL USE ONLY

Name: _____
VENDOR

☐ New Application ☐ Renewal year (circle): 2 3 4 5

☐ Self employed ☐ Employee

☐ NYS Division of Criminal Justice Services (fingerprint report)

Date submitted _____ Results: ☐ No action ☐ Report attached

☐ Troy Police Department records check

Officer _____ Date _____

Results: ☐ No action ☐ Report attached

Records verification

☐ Drivers license

☐ Vehicle registration

☐ Liability insurance

☐ Surety bond

☐ Rensselaer County Health Permit

Departmental notification

☐ Original to City Clerk

☐ Copy to Police Chief, Fire Chief, Deputy Mayor

☐ Copy to vendor

Chief of Police _____ Date _____

Deputy Mayor / DPW _____ Date _____

☐ Approved ☐ Denied Reason _____

Date Issued _____

City Clerk _____ Date _____

